

# OFFICE TECHNICIAN (TYPING)

## CALIFORNIA STATE GOVERNMENT

OPEN, NON-PROMOTIONAL-STATEWIDE

CA46-1139 2PB01

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

### WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below. This is an open, non-promotional examination. Applications will not be accepted on a promotional basis. Career credits will apply.

### HOW TO APPLY

**Submit applications to the State Personnel Board, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2010.**

### APPLICATION DEADLINE

Applications must be submitted by **February 1, 2002**, the final filing date. Applications postmarked, or personally delivered after the final filing date will not be accepted for any reason.

### WRITTEN TEST DATE

**March 16, 2002.**

### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application". You will be contacted to make specific arrangements.

### REQUIRED IDENTIFICATION

NOTE: Accepted applicants will be required to bring either a photo identification card or two forms of signed identification to the written test.

### SALARY RANGE

\$2348 - \$2855

### ELIGIBLE LIST INFORMATION

A statewide open eligible list will be established. The list will be abolished 24 months after it is established unless the needs of the service and/or condition of the list warrant a change in this period.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**NOTE: All applicants must meet the minimum qualifications for this examination by the written test date.**

### MINIMUM QUALIFICATIONS

#### Either I

One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant, Range B.

#### Or II

Experience: Two years of experience in typing and clerical work. [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

### SPECIAL REQUIREMENT

Ability to type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material. A typing test/certificate will be required prior to appointment.

### SPECIAL PERSONAL CHARACTERISTIC

A demonstrated interest in assuming increasing responsibility.

### ADDITIONAL DESIRABLE QUALIFICATION

Education equivalent to completion of the 12th grade.

FFD 2/1/02  
BULLETIN RELEASE DATE 1/7/02

(Continued on the reverse side)

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1/7/02

## POSITION DESCRIPTION

This is the advanced journey level which regularly performs a variety of the most difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Positions at this level regularly require detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies and procedures (e.g., positions such as secretaries to major division chiefs and one-person field office assignments comprised of a wide variety of responsibilities). Good judgment and the ability to communicate effectively is of primary importance at this level. Typically, the work at this level is rarely reviewed. In addition, positions may have responsibility for functional guidance in training and assisting less experienced employees.

Positions exist statewide with various state departments.

## EXAMINATION INFORMATION

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

### Written Test - Weighted 100%

## WRITTEN TEST SCOPE

Scope:

A. Knowledge of:

1. Business English and correspondence.
2. Reading Comprehension
3. Mathematical Calculations
4. Writing Skills

B. Ability to:

1. Perform difficult clerical work, including ability to spell correctly.
2. Use good English.
3. Make arithmetical computations.
4. Follow oral and written directions.
5. Evaluate situations accurately and take effective action.
6. Read and write English at a level required for successful job performance.
7. Prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling.
8. Communicate effectively.

## VETERANS PREFERENCE

**Veterans' Preference** credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. If you receive veterans preference credit, you cannot also receive career credits in this examination.

## CAREER CREDITS

This is an open, non-promotional examination. Applications will not be accepted on a promotional basis. Career credits do apply and will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all phases of the examination.

## QUESTIONS?

If you have any questions concerning this announcement, please contact the State Personnel Board, Examination Services Unit, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2010, (916) 653-1502, TDD (916 ) 654-6336.

FFD 2/1/02  
BULLETIN RELEASE DATE 1/7/02

(Continued on the next page)

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the State Personnel Board three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature, it is the candidate's responsibility to contact the State Personnel Board three weeks after the final filing date if he/she has not received a progress notice.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited to or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** California law limits the granting of veterans preference points in open entrance examinations and open non-promotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100 percent disabled veterans; and 15 points for disabled veterans. Credits in open non-promotional examinations are granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board office, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps.) Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 351.3. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form Std-678.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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# **CALIFORNIA STATE PERSONNEL BOARD**

**P.O. Box 944201 - 801 Capitol Mall  
Sacramento, CA 94244-2010  
(916) 653-1502 - TDD: (916) 654-6336**